Suggested Guide for Citing Special Collections and Archival (SC&A) Sources

Because special collections (rare books, manuscripts) and archival records are inherently rare and unique, citations for these sources may not uniformly follow a specific format.

Keep in mind that the main purpose of the citation is to clearly identify:

1) the source(s), including format, of your information and ideas AND the authors/creators of those sources
2) the location (digital/physical) where you accessed the source so that others may access that same source

Repositories of special collections and archival materials often provide instructions or recommendations for citing their own unique collections—it is always a good idea to check the institution’s website or ask a staff member.

Common elements included in citations for SC&A materials (whether Chicago, MLA, APA)

Note: (for a specific item, such as a letter)
1. Title of the Item
2. Name of the Author/Creator
3. Date of creation pubblication
4. Title of the Collection
5. Folder and Container (may be applicable when citing a specific item or group of records from a manuscript or archival collection.)
6. Series and Sub-Series (may be applicable when citing a specific item or group of records from a manuscript or archival collection.)
7. Repository Name and Location

Bibliography: (for a collection)
1. Title of the Collection
2. Name of the Author/Creator
3. Date or dates (of the collection)
4. Repository Name and Location
**The following examples are Chicago Style – Note, followed by Bibliographic Citation**

Always check with your instructor for specific guidance.

**Rare Book**


**Rare Books**: Be sure to include information on the particular copy or edition you are citing.

**Document (from a Manuscript/Personal Papers or Archival Records Group)**


Goucher, John F. Sermon, March 4, 1908. Papers, 1850 – 1915. Special Collections and Archives, Goucher College Library, Baltimore, Md.


Goucher College Archives. General Archives Record Group. Special Collections and Archives, Goucher College Library, Baltimore, Md.

**Items from a Student Scrapbook in the College Archives**


**Additional Examples of Non-Paper Sources**

*(bibliographic) Recording in Goucher College Digital Library*


*(note) Photograph in Goucher College Digital Library*


*(bibliographic) Article in Goucher College Digital Library*


**Additional resources:**

Perdue Online Writing Lab https://owl.purdue.edu/owl/research_and_citation/resources.html
S:\Special Collections & Archives\Policies and Procedures\SC&A Suggested Citation Guide.docx